

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FINANCIAL ASSISTANCE DIVISION**

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**CDBG****MANAGEMENT MEMORANDUM****Community Development Block Grant Program****Memorandum Number 06-14****TO: Eligible Jurisdictions and Interested Parties****DATE: October 10, 2006****SUBJECT: Economic Development Training Workshop on October 26, 2006****Purpose of this Memo:**

This memo is an invitation to attend a CDBG ED workshop on Revolving Loan Fund program operations.

“Enhancing Business Assistance Loan Program Operations” Workshop

This all day workshop, designed to assist existing and first time operators, will focus on the various aspects of operating a successful CDBG supported Revolving Loan Fund program. Discussion will focus on areas that commonly challenge operators including basic aspects of loan underwriting/structuring, preparing loan committee reports, preparing loan documents, closing the loan, disbursing funds, servicing the loan, managing your portfolio, and dealing with problem loans.

Date: October 26, 2006

Location: City of West Sacramento
1110 West Capitol--Civic Center Galleria – Rooms 157 and 160
West Sacramento, CA

Time: Workshops will open for registration at 8:15 am and begin at 8:30 am. The workshops will adjourn at 4:00 pm, but staff will be available to meet with you after the workshops.

The session instructor will be Chuck Wolfe, Principal of Claggett Wolfe Associates. Mr. Wolfe has hands on experience in running RLF programs and currently serves as the technical advisor to HCD Financial Assistance Division's CDBG – Economic Development Program. Chuck has also taught similar classes on loan program design and portfolio management at both the state and federal level.

(Please note that this is not an application training workshop. The Enterprise Fund NOFA will be released late October 2006 and the application workshops will be offered soon thereafter.)

Individuals with hearing impairments can use the California Relay system to call Stacy Tyhurst simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Ms. Tyhurst.